

# INSTRUCTIONS FOR PREPARING APPLICATION FOR PROFESSIONAL LAND SURVEYOR-IN-TRAINING EXAMINATION

**CAREFULLY READ THE [BOARD POLICY](#) BEFORE APPLYING FOR THE EXAMINATION.**

**IMPORTANT: DO NOT FOLD APPLICATION!  
RETURN FLAT IN A 9x12 ENVELOPE**

This application is for your permanent record with this board and must be completed in full. Please type or print legibly in ink when completing the application form or you may fill out the application online.

The application deadline for the April exam is February 1.  
The application deadline for the October exam is August 1.

Each application must be accompanied by a fee of \$25.00 which is **NONREFUNDABLE**.

Applicant must execute the affidavit on Page 4 of the application form. A current photo, approximately 1½" x 2¼" in size, must be attached to Page 1.

## **REFERENCES:**

The use of professors or teachers is encouraged by the Board. Please have the reference forms completed by your references and returned to the address below as soon as possible:

Tennessee State Board of Examiners for Land Surveyors  
500 James Robertson Parkway, 3<sup>rd</sup> Floor  
Nashville, TN 37243-1146

Please provide verification from your professors that you are indeed a graduating senior and the date of your expected graduation.

## **EXAMINATION:**

It is the policy of this Board that all applicants pass a written examination. This examination is the 8-hour Fundamentals of Land Surveying (FS) provided by the National Council of Examiners for Engineering and Surveying (NCEES).

The FS examination is a one day examination. You will be notified, in writing, by the Board when and where the examination will be given.

Applicants who have passed the NCEES Fundamentals of Land Surveying examination in another jurisdiction will not be required to be tested in Tennessee if the jurisdiction or the NCEES will provide verification to the board.

Written notice of the examination is sent out well in advance of the examination date.

Please forward your completed application packet, along with a check or money order in the amount of \$25.00, made payable to the Tennessee State Board of Examiners for Land Surveyors, to:

Tennessee State Board of Examiners for Land Surveyors  
500 James Robertson Parkway, 3<sup>rd</sup> Floor  
Nashville, TN 37243-1146

If you have any further questions, please feel free to contact the Board office at 615-741-3611 or by e-mail: [donna.moulder@state.tn.us](mailto:donna.moulder@state.tn.us).

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